

PAY INQUIRY For use of this form see AR 37-104-3; the proponent agency is USAFAC.		BLOCK NUMBER	
		INQUIRY NO.	DATE
SECTION I (To be completed by soldier)			
NAME (Last, First, Middle)		SSN	
UNIT		GRADE	
		PHONE NUMBER	
NATURE OF PAY INQUIRY (Be specific)			
SECTION II (To be completed by Unit Commander)			
<input type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.		DATE	TL NUMBER
<input type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.			
<input type="checkbox"/> 3. Other (Specify)			
Signature of Unit Commander (or soldier as appropriate).			DATE
SECTION III (To be completed by Finance)			
PROBLEM <input type="checkbox"/> Allotment <input type="checkbox"/> Entitlements <input type="checkbox"/> Collection <input type="checkbox"/> Leave <input type="checkbox"/> Non-receipt Check <input type="checkbox"/> Non-receipt LES <input type="checkbox"/> Other (Specify)			
INQUIRY ANALYSIS CAUSE			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1. Non-receipt of document from Unit Commander. <input type="checkbox"/> 3. Document received - Finance did not process. <input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JUMPS cutoff. <input type="checkbox"/> 7. USAFAC </div> <div style="width: 50%;"> <input type="checkbox"/> 2. Late receipt of document from Unit Commander. <input type="checkbox"/> 4. Document received and processed but rejected on DJUOL. <input type="checkbox"/> 6. Problem with prior station. <input type="checkbox"/> 8. Other (Specify) _____ </div> </div>			
DESCRIPTION OF CAUSE AND ACTION TAKEN.			
ACTION REQUIRED			
<input type="checkbox"/> DA Form 3684 <input type="checkbox"/> Local Payment <input type="checkbox"/> Other (Specify)		INQUIRY EVALUATION <input type="checkbox"/> Valid <input type="checkbox"/> Invalid	
DATE APPROVED LOCAL PAYMENT PAID		SIGNATURE OF PAY CLERK	